

OCALICON 2020

Request for Proposal: General Services Contractor

Release Date: **Friday, January 17, 2020**

Deadline: **4:00 pm EST | Monday, February 3, 2020**

Overview

OCALI is a global leader in creating and connecting resources and relationships to ensure that people with disabilities have the opportunity to live their best lives for their whole lives.

One of the ways that we inspire change is by bringing researchers, experts, practitioners, and families together to collaborate and share ideas and best practices.

OCALICON is the nation's premier conference where 3,000+ participants from across the nation and around the world come together to learn, network, and share research, best practices, and resources to support people with autism spectrum disorder, sensory disabilities, and low-incidence disabilities across the lifespan.

For the third consecutive year, OCALI is honored to continue its partnership with the Ohio Department of Education's Office for Exceptional Children by integrating the 2020 Inclusive Education Leadership Institute with OCALICON. The Inclusive Education Leadership Institute is designed to provide a platform for principals, superintendents, curriculum directors, special education directors, building team leaders, pupil service directors, and general and special educators to collaborate, share research and best practices, and inspire change for students with disabilities.

Additional details about OCALICON 2020 can be found at ocalicon.org.

Event Profile

Title:	OCALICON 2020
Host:	OCALI
Location:	Greater Columbus Convention Center (GCCC) 400 N. High St. Columbus, OH 43215
Events:	Inclusive Education Leadership Institute – November 10 National Autism Leadership Summit – November 10 Conference – November 11 - 13 Exhibition – November 11 - 13
Audience:	Educators, state, district, and building administrators, higher education faculty, national leaders, parents, support personnel (including behavior specialists, psychologists, SLPs, etc.), and self-advocates
Audience #'s:	3,000+ from 40+ states and several countries
Exhibitor #'s:	100+ organizations from 20+ states
Room specifications	Exhibit Halls C and D (154,000 sq ft) + 26 additional breakout rooms

Contact Information

Contact:	Courtney Yantes, Event Specialist
Email:	courtney_yantes@ocali.org
Phone:	(614) 410-0954
Address:	OCALI – General Services Contractor RFP 470 Glenmont Ave. Columbus, OH 43214

Request for Proposal (RFP)

OCALI seeks a proposal for a General Services Contractor ("CONTRACTOR") for OCALICON 2020.

Products and services to be provided include, but are not limited to:

- Development of exhibit hall floor plan
- Development and distribution of Exhibitor Services Manual
- Freight, transportation, carts, hampers, and material handling services for show management
- Freight, transportation, and material handling services for exhibitors
- Lighted service counter, table, chairs for Exhibitor Service Center
- Exhibitor packages including carpet, tables, drape, ID signs, and wastebaskets for 10' x 10' exhibitor and collaborating partner booths
- Lighted counters, swivel chairs, padded stools, tables, drape, and wastebaskets for Registration, CEU's/Grad Credit, Accessibility & Tech Help, and Evaluations desks
- Carpet, tables, counters, padded stools, and drape for OCALI Central, ODE Connect, and other key features/areas.
- Sturdy self-standing lighted panels for poster sessions
- Booth and aisle carpet in Halls C and D
- Entrance unit structure and graphics
- 4-color directional, single-sided, double-sided, aisle, counter headers, and kick panel signs on foam core or equivalent
- 3', 8', and 12'drape for various areas throughout the convention center
- Labor and on-site support

- » Photos, illustrations, samples, and/or renderings of prior events and/or a showcase of applicant's equipment/services
- » Labor rates for regular/overtime labor
- » Travel/shipping costs
- » Evidence of knowledge and experience in providing products/services that meet and exceed Americans with Disabilities Act (ADA) requirements
- » Evidence of applicant's environmentally responsible (i.e. "green") policies and practices, including but not limited to green equipment and services offered in response to this RFP
- » Completed quote** using Attachment A: OCALICON 2020 Price Sheet for all equipment, services, and ancillary costs outlined in this RFP with authorized signature/date (An electronic signature is acceptable)
- » Additional equipment and/or services suggested or offered beyond those listed in the RFP
- » Two (2) professional references/letters of recommendation from current/recent clients***
- » Insurance certificate or evidence of insurance coverage for \$1,000,000
- » Agreement to terms for 2021 contract renewal

Note: Preference will be given to Ohio-based businesses or businesses located outside Ohio but with an office in Ohio.

*** Response should include an itemized list of charges per equipment or service. Be sure to explain "low" vs. "high" cost, if applicable. If labor is a separate charge, please include regular and overtime rates. Please indicate any disparity in rates between pre-ordered and on-site rental of equipment/services (specifically for OCALI as show host, NOT INCLUDING on-site equipment/services rented or used by exhibitors/vendors).*

**** Please include a minimum of two (2) references for similar services or equipment provided for a conference or event during the past twelve (12) months. References should include organization name and contact information (email, telephone number) and should be willing to respond to inquiries from OCALI.*

Elements of Response

Responses to this RFP should include a comprehensive description of the applicant's equipment and services and supporting documentation in the form of visuals, renderings, samples, etc.

Responses should include all of the following elements:

- » Commitment to project scope and key dates/deadlines
- » Name, position, and contact information for one (1) primary contact person
- » Narrative response describing and detailing applicant's equipment and/or services outlined in this RFP
- » Evidence of successful service of recent events of similar size, scope, and complexity at the GCCC
- » Names, titles, and experience of key personnel who will provide or oversee applicant's equipment and services

Responses are due by **4:00 pm EST, Monday, February 3, 2020.**

2021 Renewal

Upon successful completion of OCALICON 2020 and at the sole discretion of OCALI, successful applicant may be renewed as General Services Contractor for OCALICON 2021, November 10-12, 2021.

Applicant must: (1) agree to renew as General Services Contractor for **OCALICON 2021** if selected by OCALI; and (2) agree to renew 2021 contract at the same rates as established in the RFP response for **OCALICON 2020**.

OCALI acknowledges and understands that changes or revisions to the products/services utilized in 2020 and 2021, respectively, may impact the final contract amount for each year.

Submission

Email electronic copies of completed responses and all necessary attachments to:

Courtney Yantes, Event Specialist,
courtney_yantes@ocali.org.

A print version may also be U.S. Mailed or delivered to:
OCALI | 470 Glenmont Ave. | Columbus, OH 43214

- Incomplete or late responses may be removed from consideration.
- OCALI reserves the right to interview respondent prior to awarding the contract for this work.
- Submission of proposal does not constitute any type of binding agreement or contract between OCALI and respondent.
- OCALI assumes no responsibility for any cost incurred in developing a response to this RFP.
- OCALI reserves the right to accept or reject responses to this RFP at its sole discretion. OCALI's decision is final with respect to the awarding of this contract.
- Inquiry Period: Questions about this RFP should be submitted in writing to **courtney_yantes@ocali.org** by **12:00 pm EST, Friday, January 24, 2020**. Please use the subject line *2020 General Services Contractor RFP*. Responses to questions received during the inquiry period will be shared with all known candidates and on the OCALICON website.

Key Dates and Deadlines

Friday, January 17, 2020

Release of RFP – General Services Contractor

Friday, January 17 – Friday, January 24, 2020

Inquiry period

Monday, February 3, 2020 – DEADLINE

Responses to RFP due by 4:00 pm EST

Tuesday, February 10 - Thursday, February 13

Optional interviews with finalists

Friday, February 14, 2020

RFP award announced

Contract issued to successful applicant

Friday, February 28, 2020 – DEADLINE

Signed contract due by 12:00 pm EST

Friday, March 13, 2020 – DEADLINE

Delivery of Exhibit Hall Floor Plan due by 12:00 pm EST

Thursday, June 30, 2020 – DEADLINE

Final delivery of *Exhibitor Services Manual* due by 12:00 pm EST

Wednesday, October 14, 2020

Commence design/development of conference signs

Week of November 2, 2020

OCALICON 2020 Pre-Con Meeting (*day/time TBD*)

Friday, November 6, 2020 – DEADLINE

Advance invoice from GSC due by 4:00 pm EST

Monday, November 9, 2020

Move-in Day

Wednesday, November 11 - Friday, November 13, 2020

OCALICON 2020

Note: Key dates and deadlines are subject to change with notice. Upon execution of contract, OCALI will schedule an initial meeting (face-to-face, audio and/or video conference) with CONTRACTOR. Additional meetings and communication – including on-site meetings at GCCC – will occur at least once every other month or as necessary with adequate notice from OCALI.

2020 License Agreement

OCALI has secured the following space through the GCCC:

Hall C

Monday, November 9 – Friday, November 13

Hall D

Tuesday, November 10 – Friday, November 13

Breakout Rooms C150-151

Wednesday, November 11 – Friday, November 13

Breakout Rooms C160-162

Monday, November 9 – Friday, November 13

Breakout Rooms C170-172

Monday, November 9 – Friday, November 13

Breakout Rooms Lower A Pod

Wednesday, November 11 – Friday, November 13

Breakout Rooms Upper A Pod

Wednesday, November 11 – Friday, November 13

Breakout Rooms Lower B Pod

Wednesday, November 11 – Friday, November 13

Breakout Rooms Upper B Pod

Wednesday, November 11 – Friday, November 13

Short North Ballroom

Tuesday, November 10 – Thursday, November 12

Breakout Rooms D Pod

If necessary, TBD

OCALICON 2020 Schedule

FRIDAY, OCTOBER 30, 2020

12:00 pm

- CONTRACTOR drops off 4-wheeled hampers and freight carts at OCALI offices, 470 Glenmont Ave.

MONDAY, NOVEMBER 9, 2020

6:00 am - ???

- Mark and set floor in Hall C
- Starting at 8:00 am, pick up filled 4-wheeled hampers, loaded freight carts, and show freight from OCALI offices and deliver to GCCC
 - » All show freight delivered by 11:00 am
- Set up carpet, booths, and feature areas in Hall C
- Set up main registration counters area in Hall C
- Set up poster display panels
- Set up entrance unit outside Hall C

TUESDAY, NOVEMBER 10, 2020

6:00 am – 8:00 am

- Continued set up

8:00 am – 5:00 pm

- National Autism Leadership Summit

11:00 am

- Exhibitor freight delivery deadline

12:00 pm – 5:00 pm

- Exhibitor registration and move-in

1:00 PM - 4:30 pm

- Inclusive Education Leadership Institute

6:00 pm – 8:00 pm

- Tuesday night kickoff

WEDNESDAY, NOVEMBER 11, 2020

7:00 am – 8:30 am

- Con't Exhibitor Move In

8:00 am – 9:15 am

- Session One

9:00 am – 5:00 pm

- Exhibit Hall Hours

9:45 am – 11:15 am

- Keynote Session

11:15 am – 12:45 pm

- Lunch and Poster Sessions

12:45 pm – 2:00 pm

- Session Two

2:00 pm – 2:45 pm

- Energy Break – Exhibit Hall C

2:45 pm – 4:00 pm

- Session Three

4:30 pm – 5:45 pm

- Session Four

THURSDAY, NOVEMBER 12, 2020

8:00 am – 9:15 am

- Session One

9:00 am – 5:00 pm

- Exhibit Hall Hours

9:45 am – 11:15 am

- Awards Ceremony / Keynote Session

11:15 am – 12:45 pm

- Lunch and Poster Sessions

12:45 pm – 2:00 pm

- Session Two

2:00 pm – 2:45 pm

- Energy Break – Exhibit Hall C

2:45 pm – 4:00 pm

- Session Three

4:30 pm – 5:45 pm

- Session Four

5:00 pm – 7:00 pm

- Exhibitor move-out

FRIDAY, NOVEMBER 13, 2020

8:00 am – 9:15 am

- Session One

8:00 am – 2:00 pm

- Exhibit Hall Hours

9:45 am – 11:00 am

- Session Two

11:30 am - 12:45 pm

- Keynote Session

12:45 pm

- Main concourse and room strike

4:00 pm

- Move out complete

Please note: All times are Eastern Standard Time (EST).
Schedule is subject to change.

Scope of Work

The products and services requested from General Services Contractor ("CONTRACTOR") are delineated in the following pages. Please include unit cost and labor charges for each product(s) provided or service(s) performed using *Attachment A – OCALICON 2020 Price Sheet*. An itemized list of equipment and labor hours must be submitted to OCALI prior to payment.

Photos, illustrations, samples, and/or renderings of items or equipment are strongly encouraged.

Note that quantities are best estimates at the time of this RFP release. Actual quantities may be more or less than what is indicated in this RFP, and some items (e.g. signs) will not be finalized until ten-to-fourteen (10-14) days prior to OCALICON 2020. CONTRACTOR should be prepared to offer equipment or services at the same rates listed in its response to this RFP \pm 5% of the estimated quantities. OCALI will only pay for actual products or services used during OCALICON 2020. OCALI reserves the right to order alternate products or services than what is listed in this RFP after contracting with CONTRACTOR.

Items marked by triangle (^A) indicate a request that product(s)/service(s) be provided at no charge to OCALI.

Exhibit Halls C and D Floor Plan^A

Quantity: One (1)

Description: Design and deliver an exhibit hall floor plan to scale by **12:00 pm EST, March 13, 2020**.

- Include up to seven (7) revisions/updates to initial floor plan.
- Indicate cost/revision and/or hourly charge for changes beyond seven (7) revisions.

Exhibitor Services Manual^A

Quantity: Approximately 70-90 (one per exhibitor)

Description: CONTRACTOR will develop an *Exhibitor Services Manual* to be distributed to each participating exhibitor. The *Exhibitor Services Manual* catalogs materials and services available for rent or purchase by conference exhibitors.

- Work with GCCC, Smart City Networks, caterer, audio-visual provider, and/or any other designated contractors to secure and publish instructions, associated fees/costs, information, documents, and/or required order forms for *Exhibitor Services Manual* in electronic form (i.e. PDF or web-based) no later than **Tuesday, June 30, 2020**.

Show Management Freight, Transportation, and Material Handling

Quantity: Pick-up and transportation of show management freight from OCALI offices (470 Glenmont Ave.) to GCCC and back.

Description: CONTRACTOR will provide freight, transportation, and material handling services for show management.

- Drop off eight (8) 4-wheeled hampers (*approximately 4' long, 31" wide, 30" deep*) at OCALI offices by **12:00 pm, EST, Friday, October 30, 2020**.
- Drop off eight (8) freight carts (*approximately 5' long, 30" wide, 36" tall*) or equivalent at OCALI offices by **12:00 pm, EST, Friday, October 30, 2020**.
- Two (2) tractor trailers to pick up 4-wheeled hampers, freight carts, and additional show freight (technology, furniture, etc.) on **Monday, November 9, 2020**, and deliver to the GCCC by **11:00 am EST**.
- Unloaded materials at show dock and move to designated locations on the show floor.
- Remove and store crates, boxes, and other Show Management packing materials as necessary or required.
- One-two (1-2) tractor trailers to return materials, technology, and furniture to OCALI offices on **Monday, November 16, 2020**.

Exhibitor Freight, Transportation, and Material Handling

Quantity: TBD based on individual exhibitor response

Description: CONTRACTOR will provide freight, material handling, advanced storage services, and transportation for exhibitors. *Note: Exhibitor's freight, transportation, and material handling TBD by participating exhibitors at individual exhibitor's expense.*

- Arrange for secure advance warehouse storage from **Monday, October 26, 2020**, through **Monday, November 9, 2020**.
- Include all shipping instructions, associated costs/fees, information, labels, etc., as part of *Exhibitor Services Manual*.
- Receive and process all exhibitor freight to advance warehouse at individual exhibitor's expense.
- Arrange for unloading of exhibitor freight delivered to advance warehouse, storage, reloading, and transportation to the GCCC for **OCALICON 2020**.
- Deliver exhibitor freight to the GCCC by **11:00 am EST, Tuesday, November 10, 2020**.
- Unload exhibitor freight at show dock and move to designated location on the show floor.
- Remove and store crates, boxes, and other exhibitor packing materials as necessary or required.
- Return crates, boxes, and other packing materials at show end, retrieve packed materials from booths, and move to loading dock.
- If necessary, return materials to advance warehouse for pickup or shipping the following business day at individual exhibitor's own expense.
- Track and manage on-site freight and storage containers at all times during conference.

Exhibitor Desk^A

Location: Side of Hall C

Quantity: One (1)

Description: Exhibitor check-in and problem resolution.

- One (1) 6' counter with kick panels and lighted headers with custom graphics
- 50 linear feet of 8' tall black back drape
- 100 square feet of black carpet with padding
- One (1) 6' long x 30" high black skirted table
- Two (2) swivel desk chairs
- One (1) wastebasket with liner

Additional Exhibitor Desk Items

Location: Side of Hall C

Quantity: One (1)

Description: Additional equipment for Exhibitor Desk.

- Ten (10) tripod easels
- One (1) electric personnel cart

Exhibitor Booths

Location: Hall C

Quantity: 60-80

Description: 10' x 10' booths occupied by conference exhibitors.

Each booth package includes:

- 8' tall back drape in royal blue, black, and white
- 3' tall side drape in royal blue and white
- 100 square feet of black carpet
- One (1) 6' long x 30" high black skirted table
- Two (2) folding chairs
- One (1) wastebasket with liner
- One (1) 7" x 44" identification sign

Collaborating Partner Booths^A

Location: Hall C

Quantity: 10

Description: 10' x 10' booths occupied by collaborating partners.

Each booth package includes:

- 8' tall back drape in royal blue and white
- 3' tall side drape in royal blue and white
- 100 square feet of black carpet
- 6' long x 30" high black skirted table
- Two (2) chairs
- One (1) wastebasket with liner
- One (1) 7" x 44" identification sign

Exhibitor Lounge

Location: Hall C

Quantity: One (1)

Description: A private area for exhibitors to relax or hold a private conversation with a customer or client.

- 80 linear feet of 8' tall black drape
- 300 square feet of black carpet

Registration Desk

Location: Inside Hall C entrance doors

Quantity: One (1)

Description: Registration area for attendees, presenters, VIPs, etc.

- 100 linear feet of 12' tall black back drape
- 40 linear feet of 3' tall black side drape
- Eight (8) 6' counters with kick panels and lighted headers with custom graphics
- Three (3) 30" high one (1) meter cabinets for on-site registration
- Eight (8) 6' long x 30" high skirted tables
- Twenty (20) tensa stanchions
- Eight (8) 40" high x 30" diameter pedestal tables
- Four (4) 30" high x 30" diameter pedestal tables
- Ten (10) swivel desk chairs
- Four (4) stools with padded backs for security guards
- Eight (8) wastebaskets with liner

CEU & Graduate Credit Desk

Location: Inside Hall C entrance

Quantity: One (1)

Description: Details and information packets for securing continuing education and graduate credit at OCALICON.

- One (1) 6' counter with kick panels and lighted headers with custom graphics
- Five (5) 8' long x 30" high black skirted tables
- Two (2) 8' long x 40" high black skirted counters
- One (1) 6' long x 30" high black skirted table
- Four (4) stools with padded backs
- Four (4) swivel desk chairs
- Two (2) wastebaskets with liner

Accessibility & Tech Help Desk

Location: Inside Hall C entrance

Quantity: One (1)

Description: On-site accessibility and tech support.

- One (1) 6' counter with kick panels and lighted headers with custom graphics
- One (1) 6' long x 30" high black skirted table
- Four (4) swivel desk chairs
- One (1) wastebaskets with liner

Evaluation Desk

Location: Inside Hall C entrance

Quantity: One (1)

Description: On-site evaluations and data collection from the OCALI Research & Impact Office.

- One (1) 6' counter with kick panels and lighted headers with custom graphics
- One (1) 6' long x 30" high black skirted table
- Three (3) swivel desk chairs
- One (1) wastebasket

OCALI Central

Location: Hall C

Quantity: One (1)

Description: OCALI's 30' x 100' show booth located on the exhibit hall floor.

- 110 linear feet 8' tall black back drape
- 90 linear feet 3' tall black side drape
- 300 linear feet black carpet
- Twelve (12) 6' long x 30" high black 3-sided skirted tables
- One (1) 6' long x 30" high black 4-sided skirted tables
- Four (4) 30" high x 36" diameter pedestal tables
- Three (3) 30" high x 40" diameter pedestal tables
- Two (2) 40" high x 30" diameter pedestal tables
- Six (6) 30" high x 30" diameter pedestal tables
- Two (2) stools with padded backs
- Five (5) swivel desk chairs
- Five (5) wastebaskets with liner

ODE Connect

Location: Hall C

Quantity: One (1)

Description: Ohio Department of Education's 30' x 100' show booth located on the exhibit hall floor.

- 110 linear feet 8' tall black back drape
- 90 linear feet 3' tall black side drape
- 300 linear feet black carpet
- Eight (8) 6' long x 30" high black 3-sided skirted tables
- Eight (8) 6' long x 30" high black 4-sided skirted tables
- Three (3) 30" high x 36" diameter pedestal tables
- Four (4) 30" high x 40" diameter pedestal tables
- Six (6) 30" high x 30" diameter pedestal tables
- Five (5) wastebaskets with liner

Poster Sessions

Location: Hall C

Quantity: 45-60

Description: Research, data, and information presented in a poster-style format.

- 3' wide by 8' tall (approximate) freestanding sturdy panels
- Halogen arm lights or equivalent
- 250 linear feet of 8' black back drape
- 7" x 22" ID sign
- Plexi letter or pamphlet pockets
- Two (2) velcro rolls (or equivalent for attaching posters to panel)
- Thirty (30) power strips

Presenter Lounge

Location: Hall C North Show Office

Quantity: One (1)

Description: Work/meeting space for presenters.

- One (1) 6' long x 30" high black skirted table
- Two (2) 30" high x 30" diameter pedestal tables

Interpreter Lounge

Location: Hall C South Show Office

Quantity: One (1)

Description: Work/meeting space for ASL interpreters.

- Two (2) 30" high x 30" diameter pedestal tables

Main Stage/Keynote Sessions

Location: Hall D

Quantity: One (1)

Description: Masking drape for keynote and concurrent sessions inside Hall D.

- 600 linear feet of 8' tall black back drape

Keynote Meet and Greet

Location: Hall C

Quantity: One (1)

Description: A 20' x 20' space for keynote reception.

- 60 linear feet black carpet
- 30 linear feet 8' tall black back drape
- 40 linear feet 3' tall black side drape
- One (1) 6' long x 30" high black 3-sided skirted table
- One (1) 40" high x 30" diameter pedestal tables
- Two (2) stools with padded backs

Black Masking Drape

Location: Hall C

Quantity: 320 linear feet

Description: 8' tall black drape for Hall C columns and walkway to Hall D.

- 70 linear feet for Hall C column masking
- 250 linear feet for walkway to Hall D

Aisle Carpet

Location: Hall C

Quantity: Approximately 3,000 linear feet

Color: Speckled black and gray

Description: Aisle carpet for exhibit hall.

Networking Nodes

Location: Hall C

Quantity: Two-Three (2-3)

Description: Casual meeting areas at various locations on the exhibit floor designed to encourage attendee networking and discussion.

- Fifteen (15) 30" high x 36" diameter pedestal tables

Aisle Signs

Location: Hall C

Quantity: 16

Description: 4-color double-sided aisle signs on foam core or equivalent. OCALI will provide original artwork in press-ready PDF or original InDesign packages, if necessary.

- Sixteen (16) 2' x 2' double-sided aisle signs
- Ten (10) 12' high post and base for hanging aisle signs
- Sixteen (16) 2' cut-off rods for hanging aisle signs

Signs

Location: Various

Quantity: Various

Description: 4-color signs on foam core or equivalent. OCALI will provide original artwork in press-ready PDF or original InDesign packages, if necessary.

- Twelve (12) single-sided 2' x 3' signs
- Ten (10) single-sided 2' x 2' signs
- Two (2) single-sided 3' x 6' signs
- Four (4) 4" x 18" single-sided signs
- Four (4) 2' x 10' single-sided sign
- One (1) 4' x 8' double-sided sign
- One (1) 1.5' x 5' single-sided sign
- One (1) 4' x 3' single-sided sign
- Eight (8) double-sided 12" round signs

Entrance Unit^Δ

Location: Main Concourse Entrance to Hall C

Quantity: One (1)

Description: 3-tower entrance unit to Hall C; includes OCALICON 2020 graphics/tagline, contributing partner logos, photos of keynote speakers, list of presenters, sponsor logos, exhibit hall hours, etc.; unit constructed of AGAM or similar material with 4-color custom graphics printed on foam core, gatorboard, or similar material.

Please include several entrance unit options (descriptions, color photos, computer renderings, or illustrations are strongly encouraged).

Quiet Room

Location: TBD

Quantity: One (1)

Description: Designated room for attendees who need a break from conference activities.

- One (1) 30" high x 36" diameter pedestal tables
- One (1) 6' long x 30" high black 3-sided skirted table

Meeting Rooms

Location: Various

Quantity: Multiple locations

Description: Drape and stools for meeting room pods.

- Six (6) stools with padded backs
- Twenty (20) linear feet of 12' black back drape
- Two (2) 4' long x 30" high black 3-sided skirted tables

Think Tank

Location: TBD

Quantity: One (1)

Description: Designated room for meeting/collaboration.

- Two (2) 30" high x 36" diameter pedestal tables
- Three (3) 30" high x 40" diameter pedestal tables
- One (1) 6' long x 30" high black 3-sided skirted table

Labor

If not factored in to the above charges, please include labor rates for regular and overtime labor performed in service of OCALICON 2020. If applicable, include specific job roles/positions, cost, and estimated hours for completing labor. An itemized list of labor hours must be submitted to OCALI prior to payment.

Additional Equipment or Services

Please include any additional products or services that CONTRACTOR recommends or can provide for OCALICON 2020. Describe or list any complimentary or discounted products or services.

Payment

Payment will be issued upon completion of OCALICON 2020 and receipt of a detailed invoice for services rendered. *Note: OCALI is closed for holiday break December 21, 2020 - January 1, 2021. Final invoice must be received no later than Friday, December 4, for payment to be issued prior to holiday break.*

Evaluation

Selection of contractor will be based on the following criteria:

- Applicant's commitment to project scope and key dates/deadlines
- Agreement to terms for 2020 contract renewal
- Name, position, and contact information for one (1) primary contact
- Narrative response describing and detailing applicant's equipment and/or services
- Evidence of successful events of similar size, scope, and complexity
- Staff description and evidence of experience
- Photos, illustrations, renderings, and/or samples of prior events and/or applicant's equipment/services
- Insurance certificate or evidence of insurance coverage
- Labor rates for regular/overtime labor
- Additional equipment and/or services offered beyond those listed in the RFP
- Travel/shipping costs
- Evidence of knowledge and experience in providing products/services that meet and exceed Americans with Disabilities Act (ADA) requirements
- Evidence of applicant's environmentally responsible policies and practices
- Recommendations from a minimum of two (2) current or previous clients
- Overall cost of products/services
- Ohio-based business OR business located outside Ohio but with an office in Ohio
- Prior work history with OCALI

Notification

All applicants will receive notification of acceptance or denial by **Friday, February 14, 2020**. Notification will be sent to the primary contact.

Response

Email electronic copies of completed responses and all necessary attachments to:

Courtney Yantes, Event Specialist,
courtney_yantes@ocali.org.

A print version may also be US Mailed or delivered to:
OCALI | 470 Glenmont Ave. | Columbus, OH 43214

Deadline: **4:00 pm EST | Monday, February 3, 2020**